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GOVERNOR

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**DEPARTMENT OF MENTAL HEALTH**  
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KIMBERLY G. BOSWELL  
COMMISSIONER

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

**JOB TITLE:** Mental Health Specialist II  
(Autism Spectrum Disorder Intensive  
Care Coordinator) **OPEN DATE:** 6/17/2022  
**CLOSE DATE:** 7/1/2022

**JOB LOCATION:** Autism Services Region V  
2100 River Haven Drive, Suite 210  
Birmingham, Alabama 35244 **NUMBER:** 22-42  
**JOB CODE:** A6000

### SALARY

- Range 74 (\$42,103.20-\$63,780.00 Annually)
- Salary will be commensurate with experience and State of Alabama Personnel guidelines.

### BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
  - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

### MINIMUM QUALIFICATIONS

- Master's degree in a human services field.
- 24 months or more experience in the provision of services for individuals with intellectual or developmental disabilities (ID/D) including services for individuals with Autism Spectrum Disorder (ASD).

### OR

- Bachelor's degree in a human services field.
- 48 months or more experience as indicated above.

### KIND OF WORK

- Provides In-Home Care Coordination Services for children and youth with Autism Spectrum Disorder (ASD) or Co-Occurring Autism Spectrum Disorder.
- Provides case management/intensive care coordination to ASD Service recipients and their families.
- Coordinates a child/youth and family team.
- Works directly with ASD children/youth and their families.
- Prepares and monitors an individual care plan in accordance with DMH requirements.
- Ensures child/youth individual behavioral health needs are met.

- Identifies, coordinates, and monitors the array of supports and staff that allow the child/youth to remain in his or home in the community.
- Assists eligible individuals in gaining access to needed medical, social, therapeutic, educational, and other services.
- Initiates and guides service interventions according to DMH requirements.
- Provides linkages for services and supports through face-to-face contact, phone calls, or electronic communication with the child/youth, their family, and providers.
- Attends or delivers trainings and informational sessions as directed by supervisor.
- Assesses the needs of the family and makes decisions on how to aid the family in receiving services to meet those needs.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of child/youth development and best practices in the field of ID/D, to include ASD.
- Knowledge and understanding of ID/D and ASD issues across the lifespan of the individual. Knowledge of state government and non-governmental agencies that provide services to individuals with ID/D, including ASD.
- Knowledge and understanding of state and federal rules, regulations, and initiatives regarding individuals with ID/D, including ASD.
- Knowledge of federal and state laws, rules, regulations, and procedures pertaining to recipient services to include confidentiality, privacy, and other recipient rights issues.
- Knowledge of screening tools, diagnosis, and treatment related to child/youth with ID/D, to include ASD.
- Knowledge of public and private insurance.
- Ability to effectively collaborate, negotiate, and resolve conflict with stakeholders.
- Ability to interact with consumers and families and advocate for their needs.
- Ability to express ideas clearly, both verbally and in writing.
- Ability to plan, organize, and prioritize work activities.
- Ability to maintain accurate records and develop reports.
- Ability to use personal computer/data entry systems, MS Office Software, and the internet.
- Ability to establish and maintain effective working relationships and collaborate with employees, families, outside agencies/providers, and the public.

### **METHOD OF SELECTION**

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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**Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.